

Cochrane-Fountain School District – Job Description

Title: Paraprofessional – Study Hall

Summary

Under the direction and supervision of a certified staff member, the Paraprofessional -Study Hall position provides support to the instructional program with specific responsibility of monitoring and reporting student behavior and attendance.

Essential Duties and Responsibilities

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Student Management and Supervision

- Maintain an effective learning climate in the study hall.
- Determine seat assignments.
- Maintain records of student attendance.
- Prohibit other students from loitering near the room entrance.
- Keeps track of the location of each student assigned to the study hall (went to bathroom, counselor, teacher, etc.)
- Do not leave students unsupervised.
- Address student behavior issues that disrupt the learning environment; refer to administration, if needed.
- Provides guidance, communicates high expectations, and shows an active interest in student progress.
- Provides assistance with assignments and answers student's questions.
- Promotes the proper use and care of school property.
- Supervise students in the halls before and after school.
- Supervise students in lunchroom and other areas of the building as needed.
- Maintain confidentiality in ALL matters relating to students in your care both in and out of school.

Professional Responsibilities

- Maintain a high level of ethical behavior and confidentiality of information about students.
- Remain current in certifications, licenses, etc., that pertain to job responsibilities.
- Actively participate in in-service and training programs as requested.
- Maintain a positive workplace attitude and demeanor.
- Collaborate with others in a positive manner.
- Follow all safety procedures and use proper safety equipment in the performance of all duties.
- Know and comply with all school district policies and procedures.
- Adheres to all state, federal, and legal requirements that pertain to job responsibilities.
- Complete all necessary records and reports in a timely manner.
- Perform other duties as assigned by Administration.

Typical Physical Requirements

- Exertion of 10-50 pounds of force occasionally, and/or 20-35 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.
- Frequent standing, walking, reaching, grasping, holding
- Occasional stooping, crouching, kneeling, and crawling

Qualifications for Employment

Required

- High School Diploma or GED
- Demonstrates interpersonal skills needed to relate positively to children and adults
- Basic technology and clerical knowledge

Preferred

- Previous experience working with children in a learning environment.

Terms of Employment

Employment is full time or part time during the regular school year whenever students are in session with the exclusion of breaks and holidays. Salary, benefits, and other compensation to be recommended by the Superintendent and approved by the School Board.

Evaluation

Annual evaluation to be completed by the Principal or Assistant Principal

Adopted by the Cochrane-Fountain City School Board: 2/17/2021